



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 5.1

Subject: Staff Development and Training

Supersedes: DCS 5.1, 02/01/98

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 02/01/98

Revision date: 12/01/01

Application

To All Department of Children's Services Employees

Authority: TCA 37-5-106

Policy

The staff development division shall administer a comprehensive, needs-based staff development program to enable all staff to be effective on the job. Such a program shall ensure that employees are receiving high quality, job-relevant and consistent training.

Procedures

A. Director responsibilities

The director of staff development shall be:

1. A qualified employee who has completed a *Training of Trainers* class or its equivalent.
2. Responsible for planning, coordinating, and administering all training programs to conform to policy requirements in conjunction with each DCS functional division as appropriate.
3. Responsible for developing the annual training plan that provides for ongoing formal evaluation of all pre-service, in-service and specialized training programs. A training plan for each area shall be prepared and reviewed annually by July 1.

**B. Training
Coordinators**

1. The director or designee shall coordinate a statewide network of training coordinators from each region, youth development center, and DCS community residential treatment facility to assist with the local administration and operations for the staff development and training program.
2. The job description of the designated training coordinator shall reflect responsibility and accountability for staff development and training programs in their regions, institutions, group homes, or central office section.
3. A "Training Coordinator Procedure Manual" shall be developed by the staff development section to provide the necessary procedures and information for all training coordinators. The manual shall be reviewed annually and updated as needed.
4. Youth development center's staff development and training program shall be planned, coordinated, and supervised by a qualified supervisory employee.

C. Training Calendar

The director or designee shall distribute and update weekly an electronic copy of a "Training Calendar" listing all available training sponsored by the Departments of Children's Services, Personnel, and Finance and Administration - Office of Information Resources and others as appropriate.

**D. Comprehensive
Database**

The director or designee shall coordinate the development and implementation of a comprehensive training database. The database shall contain relevant information on the frequency and quality of training, as well as employee training histories.

E. Training Forecast

The director shall compile, at a minimum, an annual report of the department's training needs.

**F. Core
Competencies**

The director or designee shall identify core competencies, i.e., a course of study that provides the foundation for knowledge, abilities, and qualities within major DCS job classifications.

**G. Enrollments in
training**

1. The director or designee shall coordinate all enrollments of DCS staff in training programs offered through DCS' contracted training vendors, the Department of Personnel's training programs, and those offered through the Department of Finance & Administration's Office of Information Resources.

2. The director shall also approve all requests for Out-Service Training.

Forms

None

Collateral Documents

Training Coordinator Procedures Manual

Standards

3-JTS-1D-01

3-JTS-1D-04

3-JCRF-1D-01